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OGC Has Reviewed

3 April 1951

MEMORANDUM FOR: DEPUTY DIRECTOR (ADMINISTRATION)

SUBJECT: Major Activities of
Office of General Counsel

1. As with any law office, work production records and time allocations mean little to this office as problems must be met as they arise and in accordance with deadlines set by circumstances. The emphasis shifts from day to day and the only generality I feel I can support is that possibly 75-80% of the office work comes from the covert offices, and 90% of this from OPC.

2. Some of the major problems now of concern are as follows:

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Priority -



Routine -

Drafting or assisting in draft of regulations
such as those for coordination between
administration and operations
Establishment of an Agency Claims Board
Establishment of a Patents Board
Consideration of possible improvements in
Agency procurement and contracting work
Assisting in evolution of new plans and
procedures with the Department of Justice
on the entry of aliens
Giving general legal advice on problems arising
within the Agency

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General supervision of activities of other members of the office as set forth below:

Walter L. Pforzheimer, Legislative Counsel, GS-16, responsible for all Congressional liaison, for keeping abreast of all Congressional activities affecting the Agency and advising Agency officials thereon, for making secure arrangements for appropriate Committee hearings or individual Congressional appointments, for preparing the legislative program or specific Bills and securing their consideration under enactment, for supervising handling of Congressional personnel cases and Congressional inquiries and for handling cases arising under the President's loyalty program or under the Agency's security standards.

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[REDACTED] Assistant General Counsel, GS-14, general supervision and review of Agency contractual work and Legal Advisor to the covert offices on problems arising in major projects, particularly proprietary, subsidiary and contractual.

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[REDACTED] Assistant General Counsel, GS-13, presently assigned to the Task Force studying legal aspects of the administrative problems peculiar to CIA for reasons of security or for operational necessity, or both. Also rendering legal advice on all problems arising in connection with the Warrenton property and other real estate transactions.

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[REDACTED] Assistant General Counsel, GS-13, legal advice on covert projects of complicated or unusual nature, particularly proprietary, subsidiary or special agent cases. Also specializes in tax work and patent problems.

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[REDACTED] Assistant General Counsel, GS-12, specializes in advice on and drafting of all routine and some special covert contracts involving use of agents and occasional proprietary and subsidiary projects.

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[REDACTED] Assistant General Counsel, GS-11, performs all routine research on points of law arising out of the Agency's fiscal, personnel and procurement activities. Handles tort claims by and against the Government, employees'

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compensation cases, and renders general legal advice and assistance to the personnel of the Agency on both official and personal problems.

3. In addition to the above, this office handles the official liaison with Justice, Comptroller General, Bureau of Internal Revenue and the legal offices of Defense and State.

4. The major administrative problem of the office is the recruitment of a deputy at a GS-16 and one additional lawyer. Prospects are under active consideration.

LAWRENCE R. HOUSTON
General Counsel

LRHouston/ml1

cc:Subject
Chrono

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